



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DETENTION PROCESSING SUPERVISOR

Class No. 002728

■ CLASSIFICATION PURPOSE

To supervise the inmate/ward processing operations and other clerical activities in the Sheriff's detention facilities and Probation's Juvenile Hall; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

A Detention Processing Supervisor is responsible for providing first-line supervision over Detentions Processing Technicians and/or other clerical staff in a small detention facility or a shift in a large detention facility in the processing of inmates/wards, in accordance with legal codes and statutes and departmental policy/procedure. In the Sheriff's Department, this class differs from the next higher level, Principal Clerk II, in that the latter plans, directs, and organizes inmate-processing activities in large, or multiple facilities.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans and directs the clerical activities of a small detention facility or a shift in a large detention facility.
2. Interviews and selects personnel.
3. Schedules, assigns work, trains, and evaluates the performance of subordinates.
4. Assists in formulating and implementing the policies and procedures required for the booking, processing, and releasing of inmates/wards.
5. Acts as liaison with other detention facilities, divisions, departments, Courts, and Federal/State law enforcement agencies.
6. Handles difficult public contact situations.
7. Collects, compiles, and summarizes statistical data and prepares reports.
8. Establishes and maintains record-keeping and filing systems.
9. Testifies in court and/or provides subpoenaed inmate records.
10. Oversees the safekeeping of inmate property and accounts for monies received.
11. Maintains the inventory of office supplies and equipment.
12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Supervision and training principles and techniques.
- Required codes, ordinances, legal opinions, and legal procedures for processing individuals remanded to the custody of the Sheriff or Probation.
- Modern office procedures and records management.
- Cash accounting procedures.
- County customer service objectives and strategies.

Skills and Abilities to:

- Oversee the booking, processing, and releasing of inmates in compliance with law and policy/procedure.
- Plan, direct, coordinate, and evaluate the work of subordinate personnel, establish work priorities.
- Interpret and explain Federal and State laws and departmental policy/procedure to agency/departmental representatives and the public.
- Establish and maintain record-keeping and filing systems.
- Establish effective working relationships with representatives from outside agencies.
- Collect, compile, summarize, and prepare statistical data in report form.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Eighteen (18) months as a Detentions Processing Technician AND one (1) year of prior supervisory or management experience; OR,
2. Three (3) years as a Detentions Processing Technician; OR,
3. Three (3) years of experience as a supervisor in a detention setting.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Applicants must be willing to work any shift, on holidays or weekends; with inebriated, uncooperative and/or emotionally disturbed persons; and in a locked detention facility.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

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Revised: May 5, 2000
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Revised: March 31, 2006

Detention Processing Supervisor (Class No. 002728)

Union Code: MM

Variable Entry: Y